

Selection Process

The position is open until filled and may close without further notice.

The process may include a written and/or performance exam, individual and/or panel interviews, background investigation including a credit check or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs well in advance of the selection process by calling (510) 494-4660.

The information contained herein is



Tentative Recruitment Schedule

Application Review: Week of June 19th 2014

Examination: July, 2014

Hire Date: August 2014



Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment

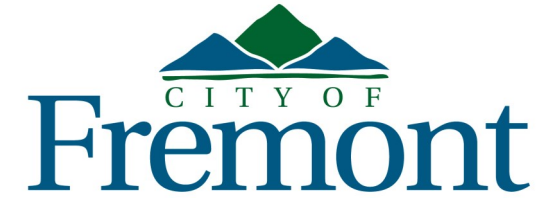
Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:



14POL05

Posted: 5/1514



Invites Your
Interest In The

Police Records Supervisor



Can you work in collaboration with a diverse community to protect life and property while enhancing the quality of life for Fremont citizens? Then consider applying for the Police Records Supervisor position.

This Recruitment Will Remain Open Until Filled
The First Review of Applications will be at Noon on June 19, 2014

YOUR FUTURE IS IN FREMONT



Fremont, a City on the Move!

Recently ranked second on the “Best Run City in America” list by *24/7 Wall St.* and America’s third “Sharpest, Smartest City” by *Reader’s Digest*, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 215,000 residents.

As a full service City, Fremont employs over 830 regular employees and has an annual operating budget of \$149.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.



The Police Department

The mission of the Fremont Police Department is to work in collaboration with our community to protect life and property, while enhancing the quality of life in our City. This will be accomplished through the creative use of resources, community education and involvement, and interactive problem solving. We will strive to maintain trust, understanding, and mutual respect within our Department and our City.

The Police Records Unit is comprised of a Records Administrator, three Records Supervisors, seven Records Specialists and three Records Assistants. They provide the community with excellent customer service on issues that include: towed vehicles, warrants, traffic accident reports, crime reports, clearance letters and verification letter.

Role of Police Records Supervisor

This is an exciting opportunity for an innovative leader that wants to be an integral member of the Police Records Unit. This position oversees the daily operation of the Police Records Unit that is responsible to process information for Uniform Crime Reports (UCR) to the Department of Justice (DOJ), and oversees maintenance of police reports, sex offender registration records, and narcotic violations. As a team supervisor, s/he will supervise unit employees including assigning, directing, and evaluating staff and will monitor employee workload and solve related problems.

Ideal Candidate

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to acquire the appropriate background would include completion of the twelfth grade and four years of police records experience including lead responsibility, as well as the following outstanding qualities:

- Possesses advanced level knowledge of procedures and protocols used in police records operations.
- Thrives in a team environment that encourage cooperation and communication.
- Demonstrate proficiency in interpreting and explaining department policies and procedures.
- Effective written and oral communication skills

Possession of, or ability to obtain by time of appointment, a valid California driver’s license is required. The successful candidate must pass a detailed background investigation, including a polygraph exam and a medical exam, and must be able to work a variety of 8 or 10 hour shifts. This position also requires the ability to work weekends and holidays as needed.



Compensation and Benefits

Annual salary for this position is \$55,673 - \$67, 671 depending on qualifications.

Current benefit features include:

- Cal PERS Retirement Benefit*
 - Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
 - New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/dependents includes \$1,521.95/month for medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link: [Benefit Summary](#)

This is a FACE represented position with a six month (6) probationary period.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application and supplemental questionnaire:

- ♦ Through our online application system at www.fremont.gov/apply;
- ♦ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538 or;

Police Records Supervisor - Supplemental Questionnaire

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Police Records Supervisor position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Police Records Supervisor. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

DIRECTIONS:

Please respond to each of the following questions. Place your full name and the position you are applying for at the top of each page. **If you apply online, you will have space to insert your answers and will not need to attach a separate copy.**

1. What is your highest level of education?

- ☐ High School or G.E.D equivalent
- ☐ Some college
- ☐ AA degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate

2. How many years of police records experience do you have?

- ☐ None
- ☐ Less than 4 years
- ☐ More than 4 years

For the following four (4) questions, include the name of your employer, your job title, and the dates you performed the described experience. Please limit your response to this question to no more than 250 words.

3. Describe your experience in performing records management duties that involved being responsible for carrying out procedures or processes relate to police records preservation methods and/or authorized records destruction procedures.

4. Please describe any formal lead / supervisory / managerial responsibility experience that you possess. In your answer, include the number/classification of the employees you lead/supervised / managed.

5. Please describe your experience in using automated and computerized police recordkeeping/information access system. Please be sure to include the name of the systems you've used such as Tiburon, CAD, etc.

6. Please provide a specific example of an innovative change you initiated in your current position. In your response, include the challenge and how the change was perceived by your work unit.

7. Please describe any specialized training and/or courses you have received related to this position such as police records management, public records disclosure, or law enforcement telecommunication. Please be sure to include information related to the source of the training such as DOJ, POST, CLEARs, etc.